



**State of Wisconsin**  
**Department of Administration**

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**Inter Unit Billing**  
**Job Aid**

**Version 1.0**



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## PURPOSE AND DESCRIPTION

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### **Purpose**

This document explains the key activities involved in Inter Unit Billing processing. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

### **Description**

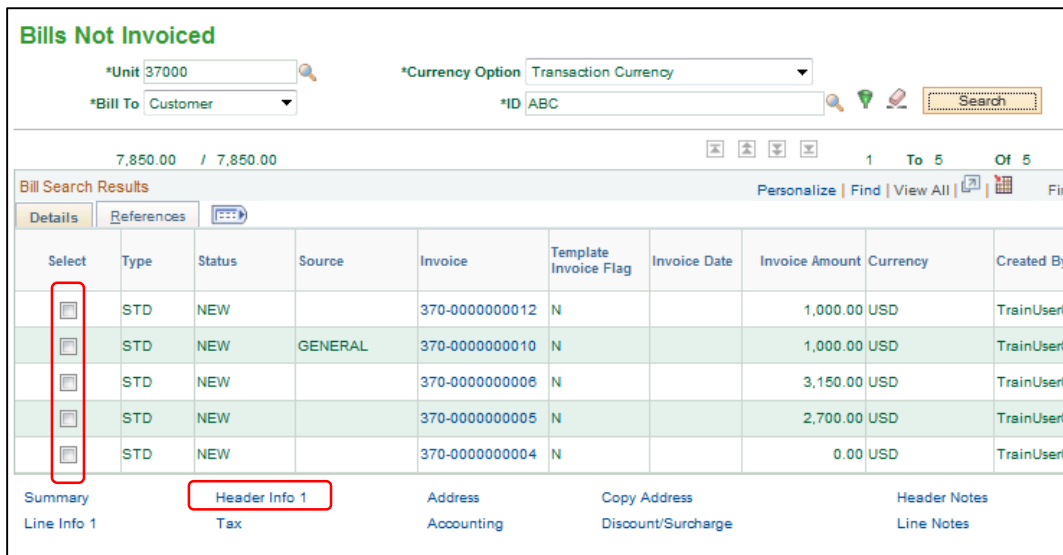
The key activities involved in the Inter Unit Billing process are:

- Activity 1: Status Changes
- Activity 2: Review and Correct Interfaced Data
- Activity 3: Navigation to Review Accounting Entries
- Activity 4: Splitting and Cancelling Distribution Lines

## ACTIVITY 1: STATUS CHANGES

### Manually Changing Bill Status Steps

**Scenario:** An invoice has to be generated before the next scheduled **Automatic Batch Process**. Before the invoice can be created, the bills need to be changed to **RDY** status. Follow the steps below to manually change the status of bills.

Step	Action
1.	In the Main Menu, navigate to: <b>Billing &gt; Locate Bills &gt; Bills Not Invoiced</b>
2.	Select <b>Customer</b> in <b>Bill To</b> drop-down selection and enter <b>Customer ID</b> in ID Field. Click <b>Search</b> .
3.	<p>A list of bills not yet invoiced will appear. Select bills with <b>NEW Status</b> and click the <b>Header Info 1</b> link at the bottom left of the screen, which will direct you to the <b>Billing General</b> page.</p> 
4.	In the <b>Billing General</b> page, change the <b>Bill Status</b> to <b>RDY</b> in the drop-down selection.

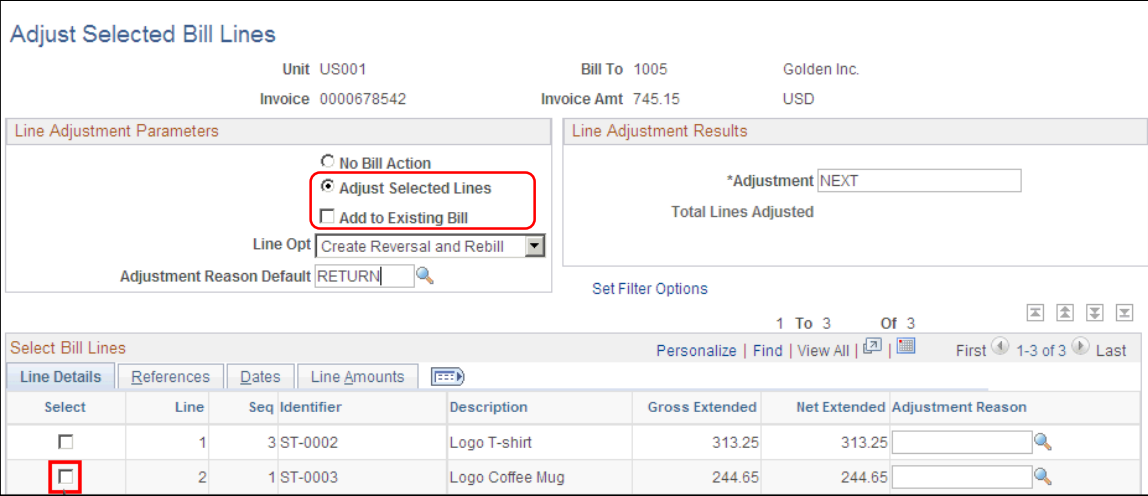
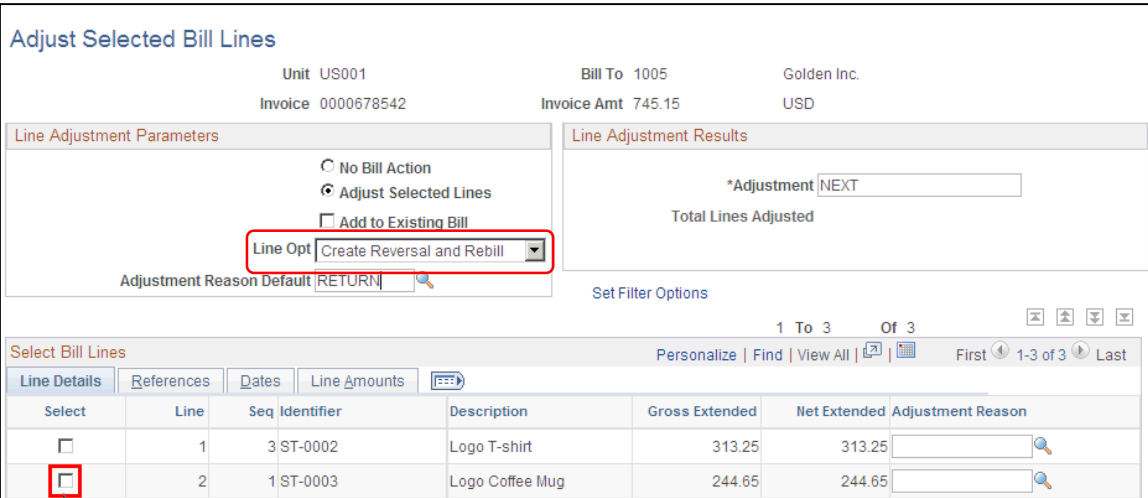
	<div> <div>Billing General</div> <div> Unit 37000 Invoice 370-0000000012 </div> <div> <div>Bill Status RDY</div> <div>*Bill Type STD</div> <div>Cycle ID DAILY</div> <div>*Invoice Form STANDARD</div> </div> <div>Customer Information</div> </div>
	Click <b>Save</b> .

### Status Changes Procedure Steps

While adjusting an entire bill can be useful, sometimes a bill only needs adjustments within its lines. Use the steps below to make adjustments to invoices in selected bill lines.

Adjustments in bill lines can either be added to an existing bill or reversed. You can choose to apply the adjustment line to an existing bill in the **Adjust Selected Bill Lines** page.

Step	Action
1.	Navigate to: <b>Billing &gt; Maintain Bills &gt; Adjust Selected Bill Lines</b>
2.	<p>Enter <b>Business Unit</b> and <b>Invoice ID</b>, then click <b>Search</b>.</p> <div> <div>Adjust Selected Bill Lines</div> <div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div> <div>Find an Existing Value</div> <div>Search Criteria</div> <div> <div>Business Unit: =</div> <div>Invoice: begins with</div> <div>Customer: begins with</div> <div>Contract: begins with</div> <div><input type="checkbox"/> Case Sensitive</div> </div> <div> <div>Search</div> <div>Clear</div> <div>Basic Search</div> <div>Save Search Criteria</div> </div> </div>

3.	<p>Select <b>Adjust Selected Lines</b> option in <b>Line Adjustment Parameters</b>.</p> <p>If the adjustment line will be added to an existing bill, check the <b>Add to Existing Bill</b> checkbox illustrated below:</p> 
4.	<p>The <b>Line Opt</b> drop-down menu lets you select one of three options by which to adjust bill line:</p> <ol style="list-style-type: none"> <li>1. Create Net Adjustment</li> <li>2. Create Reversal and Billing</li> <li>3. Credit Line</li> </ol> <p>Select the appropriate option.</p> 
5.	<p>Select bill line that you want to adjust in <b>Select Bill Lines</b> section</p>
6.	<p>Click <b>Save</b> at the bottom of the page.</p> <p>The <b>Adjustment</b> field in the <b>Line Adjustment Results</b> section is automatically populated with a system-</p>

	generated <b>Invoice ID</b> when saving and when the adjustment is not being applied to an existing bill.																																
	<div><div>Line Adjustment Results</div><div><div>*Adjustment 0000678589</div><div>Header Info 1</div></div><div><div>Total Lines Adjusted 1</div><div>Bill Line Info 1</div></div></div>																																
7.	Invoice bill lines have been adjusted. Follow the subsequent steps to review adjustments made.																																
8.	Navigate to <b>Billing &gt; Review Billing Information &gt; Review Line History</b> to review summary of adjustments to a particular bill.																																
9.	Enter the <b>Invoice ID</b> of the adjusted bill you obtained in Step 6, or enter the ID of the existing bill to which adjustment lines were added if adjustments were added to an existing bill, and click <b>Search</b> .																																
10.	<div>Use the <b>Adjustment Line Summary</b> and <b>Adjustment Line History</b> to view details of each bill line, including all adjustments made.</div> <div><div>Invoice Lines</div><div>FindFirst1 of 2Last</div><div><div>LineSeq 1</div><div>Net Extended Amount</div><div>*Billed later*</div></div><div><div>IdentifierST-0003</div><div>After Adjustments384.45</div></div><div>Logo Coffee Mug</div><div><div>Invoices Selected</div><div>PersonalizeFindView All</div><div>First1-3 of 3Last</div></div><table><thead><tr><th>Invoice</th><th>Status</th><th>Inv Date</th><th>Inv Type</th><th>Line</th><th>Seq</th><th>Net Extended Amt</th><th>Currency</th></tr></thead><tbody><tr><td>0000678542</td><td>INV</td><td>07/31/2000</td><td>REG</td><td>2</td><td>1</td><td>244.65</td><td>USD</td></tr><tr><td>0000678589</td><td>NEW</td><td></td><td>ADJ</td><td></td><td>1</td><td>-244.65</td><td>USD</td></tr><tr><td>0000678589</td><td>NEW</td><td></td><td>ADJ</td><td></td><td>2</td><td>384.45</td><td>USD</td></tr></tbody></table><div><div>Return to Search</div><div>Notify</div></div></div>	Invoice	Status	Inv Date	Inv Type	Line	Seq	Net Extended Amt	Currency	0000678542	INV	07/31/2000	REG	2	1	244.65	USD	0000678589	NEW		ADJ		1	-244.65	USD	0000678589	NEW		ADJ		2	384.45	USD
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0000678589	NEW		ADJ		1	-244.65	USD																										
0000678589	NEW		ADJ		2	384.45	USD																										

## ACTIVITY 2: REVIEW AND CORRECT INTERFACED DATA

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### Description

Use the steps below to locate bills pending invoicing and processing and make any necessary updates.






**Scenario:** Follow the steps explained below to review pending transactions in interfaced data and modify and edit as necessary.

Step	Action
1.	Navigate to: <b>Billing &gt; Interface Transactions &gt; Review Pending Transactions</b>  Enter <b>Interface ID</b> .
2.	In the <b>Interface Bill</b> page, verify the <b>LoadStatus</b> field to see the displayed status. Errors will display as <b>ERR</b> .
3.	Navigate to: <b>Billing &gt; Interface Transactions &gt; Correct Interface Errors</b>  Modify values and fields that needed to be corrected.  Click <b>Save</b> to save any changes.

## ACTIVITY 3: REVIEWING ACCOUNTING ENTRIES

### Reviewing Accounting Entries Procedure Steps

Sometimes data from deposits need to be retrieved or reviewed for several purposes, such as verifying the inter unit bill is being charged to the correct GL unit. In the following activity, we cover how to review accounting entries to deposits in PeopleSoft. Please note that accounting entries can be reviewed for all bill types, regardless of invoice or payment status. Also note that some fields will be automatically populated depending on the customer and BU selected.

Step	Action
1.	<p>Navigate to: <b>Accounts Receivable &gt; Payments &gt; Review Payments &gt; Deposit Accounting Entries</b></p> <div data-bbox="418 724 1292 1539"> <p><b>Deposit Accounting Entries</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p><b>Search Criteria</b></p> <p>Deposit Unit: = <input type="text"/> </p> <p>Deposit ID: begins with <input type="text"/></p> <p>Payment ID: begins with <input type="text"/></p> <p>Group ID: begins with <input type="text"/></p> <p>User ID: begins with <input type="text"/> </p> <p>Assigned Operator ID: begins with <input type="text"/> </p> <p>Entered Date: = <input type="text"/> </p> <p>Posting Status: = <input type="text"/></p> <p>Payment Type: = <input type="text"/> Regular Payments Only</p> <p><input type="checkbox"/> Case Sensitive</p> <p><a href="#">Search</a> <a href="#">Clear</a> <a href="#">Basic Search</a>  <a href="#">Save Search Criteria</a></p> </div> <p>Enter <b>Deposit Unit</b> and/or other reference criteria to narrow your search results. Click <b>Search</b>.</p>





Select the **Accounting Entries** tab.

Payment Control | **Accounting Entries**

Deposit Unit 37000      Deposit ID 2      Payment ID TESTPAY2

Accounting Date 01/20/2015      Approved By patilxsbjt

Group Type P      Payments

Origin ID PS\_AR      PS AR

Totals			
Control	-500.00	*Count	1
Entered	-500.00	Count	1
Difference	0.00	Count	0
Posted	0.00	Count	0

Control Data	
Received	01/20/2015
Entered	01/20/2015
Posted	
Assign	patilxsbjt
User	patilxsbjt

Group Status

Edit Status Edited      Accounting Entries Not Balanced

Balanced Yes      Posting Action Do Not Post

Posting Status Errors

Save    Return to Search    Previous in List    Next in List    Notify

2.

Review **Accounting Entries** and **Distribution Lines**.

Here you can review total amounts, verify the correct GL Business Unit is being billed, and modify entries. Before the group can be posted, check to make sure that debits and credits are balanced.

Payment Control | **Accounting Entries**

Deposit Unit 37000      Deposit ID 2      Payment ID TESTPAY2

Accounting Entries      Find | View All      First 1 of 1 Last

Item ID FIRST AR ONLINE ITEM      Line 1      Entry Type PY      Reason

Bus. Unit 37000      Customer ABC      SubCust1      SubCust2

Amount -500.00      Currency USD

Accounting Entries Incomplete

Distribution Lines      Personalize | Find | View All      First 1 of 1 Last

ChartFields    Currency Details    Additional Details    Journal Reference Information    Item Creation/Update Details

Line	GL Unit	Ledger Grp	Ledger	*Type	Amount	Bud Ref	Fund	Appropriation	Dept
100	37000	ACTUALS	ACTUALS	AR	-500.00				

Lines 1      DR 0.00      Currency USD      CR 500.00      Currency USD      Net -500.000

Save    Return to Search    Previous in List    Next in List    Notify

Payment Control | Accounting Entries

3.

Click **Save** to save any changes.

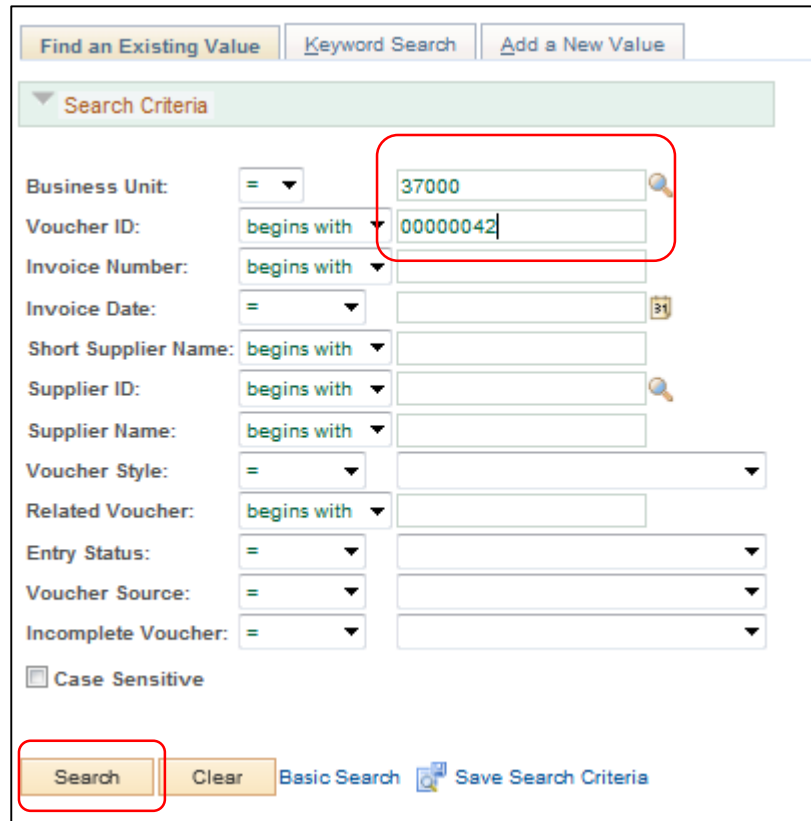
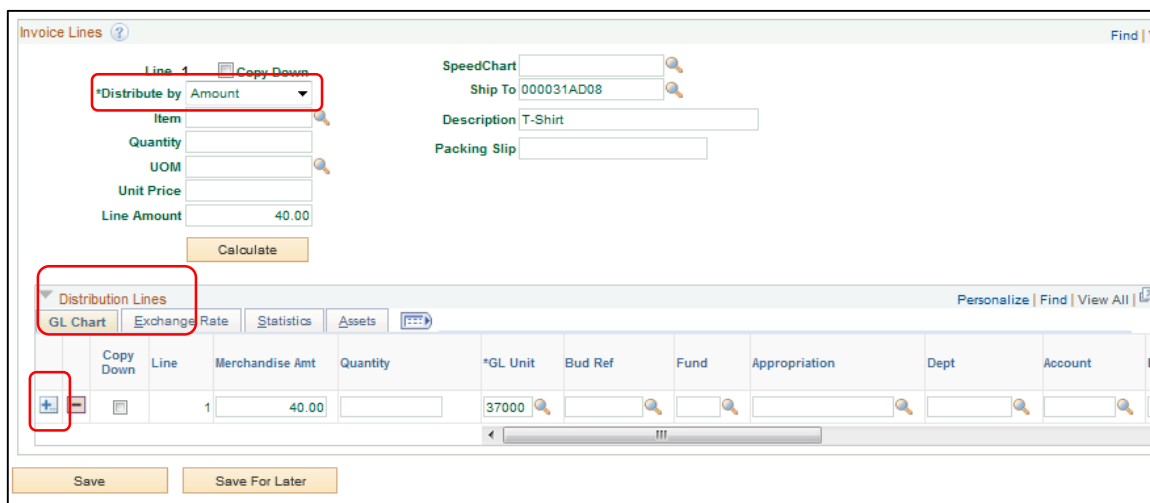



To review accounting entries by Invoice, similar steps apply. Please see the following steps to review accounting entries for invoiced bills.

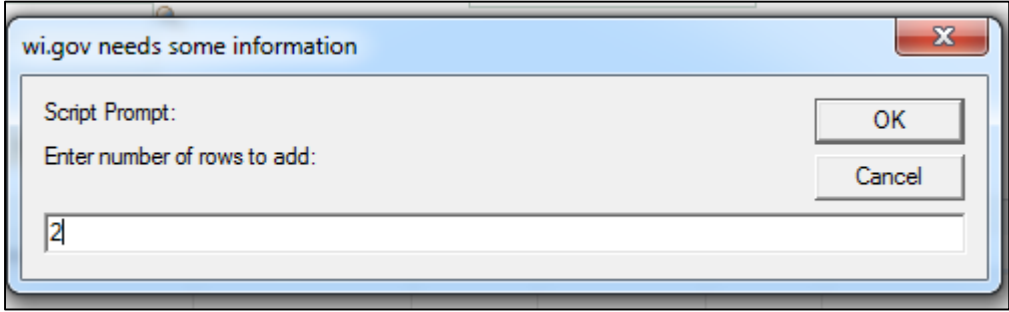
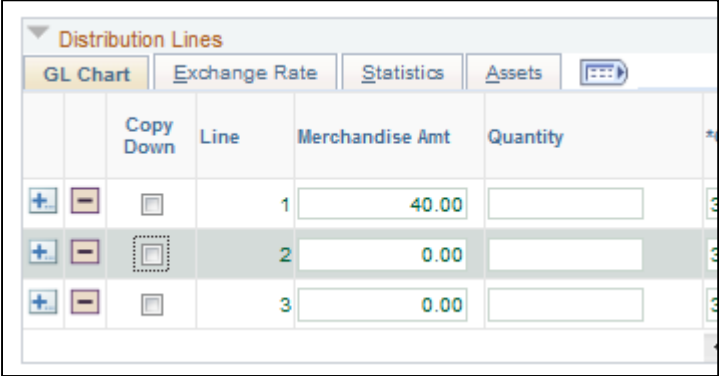
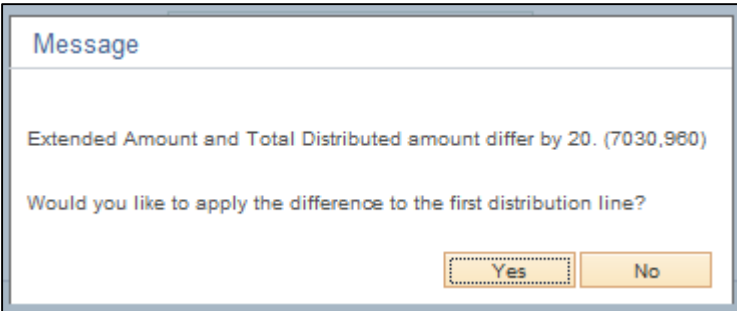
Step	Action																																	
1.	<p>Navigate to: <b>Billing &gt; Review Billing Information &gt; Review Entries by Invoice</b></p> <div><p><b>Accounting Entries by Invoice</b></p><p>Enter any information you have and click Search. Leave fields blank for</p><p><a href="#">Find an Existing Value</a></p><p><b>Search Criteria</b></p><p>Business Unit: <input type="text"/> <input type="text"/></p><p>Invoice: <input type="text"/> begins with <input type="text"/></p><p><a href="#">Search</a> <a href="#">Clear</a> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p></div> <p>Enter <b>Business Unit</b> and/or other reference criteria to narrow your search results. Click <b>Search</b>.</p>																																	
2.	<p>Review the <b>Accounting Entries</b> page.</p> <div><p><b>Review Entries by Invoice</b></p><p>Unit 37000      Bill To ABC      Invoice Amt 2,000.00 USD</p><p>Invoice 370-0000000002      ABC Incorporated</p><p><b>Accounting Entries</b> <a href="#">Personalize</a> <a href="#">Find</a> <a href="#">View All</a> <a href="#">First</a> 1-2 of 2 <a href="#">Last</a></p><table><tr><th>GL Unit</th><th>Acctg Date</th><th>Type</th><th>Bud Ref</th><th>Fund</th><th>Appropriation</th><th>Dept</th><th>Account</th><th>Program</th><th>Oper Unit</th><th>Produ</th></tr><tr><td>37000</td><td>01/15/2015</td><td>Accounts Receivable</td><td>FY2015</td><td>10000</td><td>44100</td><td>3701131001</td><td>1351000</td><td></td><td></td><td></td></tr><tr><td>37000</td><td>01/15/2015</td><td>Recognized Revenue</td><td>FY2015</td><td>10000</td><td>44100</td><td>3701131001</td><td>4441000</td><td></td><td></td><td></td></tr></table></div>	GL Unit	Acctg Date	Type	Bud Ref	Fund	Appropriation	Dept	Account	Program	Oper Unit	Produ	37000	01/15/2015	Accounts Receivable	FY2015	10000	44100	3701131001	1351000				37000	01/15/2015	Recognized Revenue	FY2015	10000	44100	3701131001	4441000			
GL Unit	Acctg Date	Type	Bud Ref	Fund	Appropriation	Dept	Account	Program	Oper Unit	Produ																								
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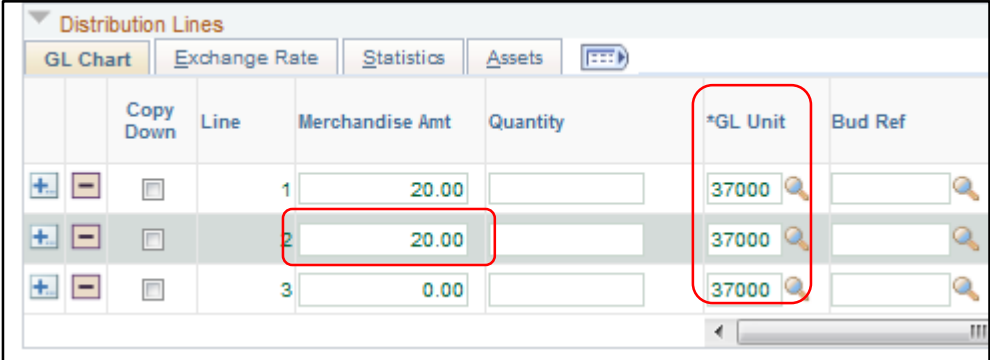
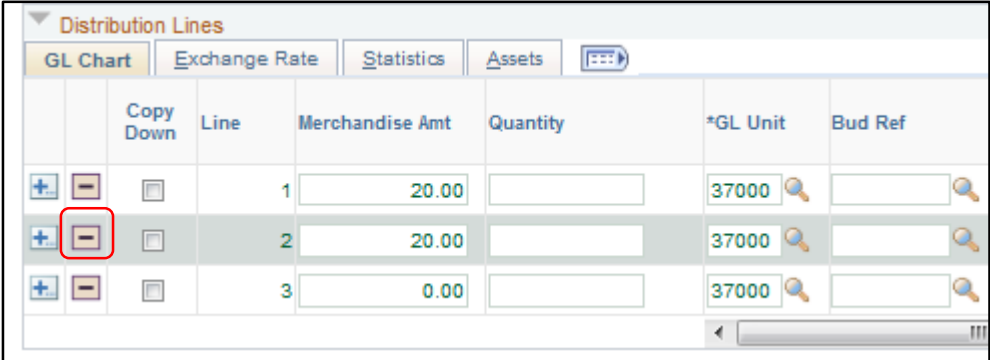
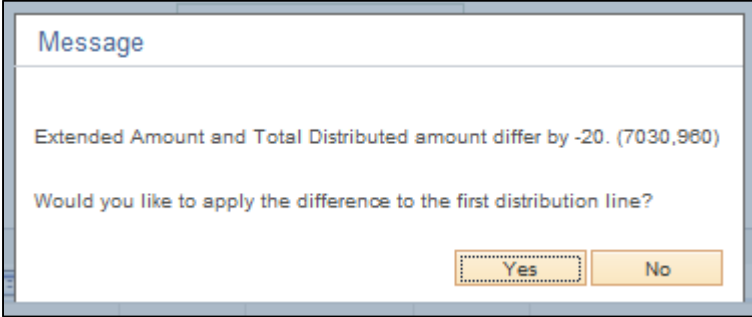
## ACTIVITY 4: SPLITTING AND DELETING DISTRIBUTION LINES

### Splitting and Deleting Distribution Lines Procedure Steps

Agencies can edit, split, and delete the distribution lines on the Voucher to control where the payment will come from, but the overall value cannot be altered. Splitting distribution lines can only occur in the Accounting Inter Unit Receivables process. Follow the steps below for guidance on splitting and deleting distribution lines to existing vouchers.

Step	Action																				
1.	<p>Navigate to: <b>Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Voucher Search &gt; Regular Entry</b>. Enter <b>Business Unit</b> and <b>Voucher ID</b>.</p> <div data-bbox="444 344 1250 1159">  </div> <p>Enter <b>Deposit Unit</b> and/or other reference criteria to narrow your search results. Click <b>Search</b>.</p>																				
2.	<p>In the <b>Invoice Information</b> tab, locate the <b>Distribution Lines</b> section.</p> <div data-bbox="284 1289 1427 1789">  <table border="1"> <thead> <tr> <th>Copy Down</th> <th>Line</th> <th>Merchandise Amt</th> <th>Quantity</th> <th>*GL Unit</th> <th>Bud Ref</th> <th>Fund</th> <th>Appropriation</th> <th>Dept</th> <th>Account</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>40.00</td> <td></td> <td>37000</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <p>Make sure the <b>Distribute by</b> field is set to <b>Amount</b>. Click <b>+</b> (<b>Add Row</b>) next to distribution line to add a line item and begin splitting the amount.</p>	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Bud Ref	Fund	Appropriation	Dept	Account		1	40.00		37000					
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Bud Ref	Fund	Appropriation	Dept	Account												
	1	40.00		37000																	

3.	<p>Specify the amount of rows you want to add on <b>Script Prompt</b> Window.</p>  <p>Click <b>OK</b>.</p>
4.	<p>The specified amount of rows will now display in the <b>Distribution Lines</b> section.</p> 
5.	<p>Enter the desired amounts in the added rows and click <b>Calculate</b>.</p> <p>If amounts do not equal original invoiced amount, the following screen will appear:</p>  <p>Click <b>Yes</b>.</p>

6.	<p>Enter the desired amounts and GL Business Units to be billed the distributed amount.</p>  <p>Click <b>Save</b>.</p>
7.	<p>To delete distribution lines, click – (<b>Delete Row</b>).</p> 
8.	<p>If amounts were not updated to reflect original invoice amount, the following screen will appear:</p>  <p>Click <b>Yes</b>. Then, click <b>Save</b>.</p>